



# **Intelligent Paperless Conference System User Manual**

**TS-8308**

Thank you for purchasing our intelligent paperless conference system  
Please read this manual carefully before operation.

## Notification



### Caution

To ensure the reliability of the equipment and the safety of personnel, please observe the following when installing, using and maintaining:

- If any of the following conditions are found, please immediately turn off the power, plug out and quickly contact your nearest dealer. Do not continue using this unit, which may cause a fire or electric shock.
  - If you find smoke or have a strange taste from the machine.
  - If water or metal falls into the machine.
  - If the unit is dropped or the case is damaged.
  - If the wire is damaged (wire core exposure, broken wire, etc.).
- If the machine contains high-pressure parts, in order to avoid the fire or electric shock, absolutely don't open the case, if any questions please inform your nearest dealer.
- Do not place cups, bowls, vases or metal and other water-filled substances on the unit. Serious spilled liquid may cause a fire or electric shock.
- Never expose the unit to rain and any moisture or water, which may cause electric shock or fire.
- Do not place metal objects or flammable materials from the vents on the machine cover, nor place coins, which may cause fire or electric shock.
- Do not place heavy objects on the unit to avoid personal injury or property damage when the unit is slipping.
- Make sure that the volume is turned on at the beginning of the boot, and the high volume of the boot may cause hearing problems.
- Make sure that the volume is turned on at the beginning of the boot, and the high volume of the boot may cause hearing problems.
- For long-term accumulation of dust to be cleaned, please inform your dealer to regularly clean the machine, so as to avoid damage to the machine or cause a fire.
- The battery must be replaced with the same type of product and the correct installation should be made in order to avoid electrical damage and explosion hazard.
- The product is a Class I device. The device must be well connected to ground. The power plug must be connected to a power outlet with a grounding device to ensure that the equipment is fully grounded.

- This product uses a power plug or appliance input socket as a disconnecting device with the power supply, and must be disconnected if necessary for safety reasons.



- This equipment is only suitable for safe use at altitudes above 2000 meters.

## Precautions

### 1. The installation environment

When installing the unit, in order to ensure the normal cooling of the host, should avoid the poor ventilation of the place or high temperature environment, to avoid direct sunlight.

Recommend to install cabinet or other well-ventilated place indoor. If you use the machine in the outdoors, please pay attention to waterproof, moisture, lightning protection measures.

Avoid installing in a violent place of vibration; do not place other equipment on the machine.

Working temperature :-10°C~ 60°C,

Humidity is limited to 5% to 90% (non-condensing).

### 2. To avoid electric shock and fire

Do not touch the hands and the source with wet hands

Do not spill liquid on the machine, so as to avoid short-circuit or fire inside the machine.

Do not place other equipment directly on the top of the unit.

Non-professional service personnel Do not disassemble the unit yourself to avoid damage and electric shock.

### 3. Transport and handling

The packaging of the machine is designed and tested to ensure that the host will not be accidentally damaged during transport. It is best to use the original packaging when handling the unit.

Do not move the host device between the place or cold or over hot to avoid condensation inside the machine, affecting equipment life.

### 4. Please follow the warning instructions on this product, the warning signs on behalf of:

	Applicable to 2000 meters above sea level and below safe use
	Safe use only in non-tropical climates

## 5. Agreement

Please strictly follow the instructions in this manual. The software, hardware and appearance of this product will be upgraded and updated continually. The above changes will be made without notice.

Non-professional maintenance personnel, do not remove the product, to avoid damage and electric shock.

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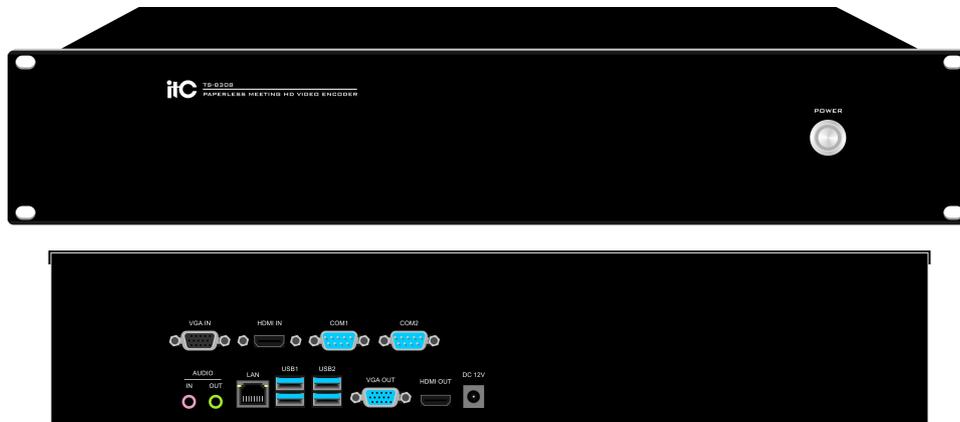
# **1. Introduction of Paperless Conference System**

As a brand-new meeting mode, paperless conference system integrates professional audio and video technology, intelligent control technology and information technology. It builds a conference platform with great convenience to reduce conference cost, improve conference efficiency, ensure conference information security, improve communication effect and improve conference quality, as well as bring the users a new conference experience.

Multimedia conference terminal, like a small integrated computer, makes users not need to use paper in the meeting any more. The users can read the files, make notes and meeting minutes through the LCD touch screen.

The system can realize the functions including meeting sign-in, meeting speech, voting, electronic whiteboard, simultaneous interpretation, live video, participants' information management, file sharing and meeting agenda management, etc.

## 2. TS-8308—Paperless encoder



Paperless coder and decoder is used for paperless conference system external high-definition video signal input and video signal synchronization output synchronization, asynchronous processing conversion, to achieve paperless conference system and other video equipment seamless docking.

### Function feature

1. Standard cabinet design (2U), embedded HD, SD video signal processing module, synchronous, asynchronous processing of video signal input and output.
2. Support HDMI, VGA signal input, external signal share real-time broadcast screen to all conference terminals and synchronization display through this interface.
3. Support HDMI, DVI signal output, any conference terminal screen through this interface output to the big screen or other signal display device.
4. Support the signal format automatic conversion function, the network data signal is converted into digital signal, digital signal is automatically converted into network signal transmission
5. Support synchronization signal tracking function for the meeting room , when the meeting room has a synchronization signal to keep real-time tracking and synchronous output to the output interface, when the meeting room is no synchronization signal, the output interface do not have any screen output.

## Specification

<b>Parameter</b>	<b>Specification</b>
CPU	i5-4460
Mainboard	IMB-183
Memory	4G DDR3 ECC 1600
Hard Disk	64G BIWIN
Network Card	Gigabit network interface
OS	Windows7
Working Environment	Environment Temperature: 5℃~40℃ ; Relative humidity: $\geq 75\%$
Power Consumption	18.5V DC/120W
Dimension	484*310*88
Weight	4.0Kg
Color	Black

### **3. Introduction of the Paperless Media Server Embedded Software**

Paperless streaming media server embedded software is used for the synchronization or asynchronous processing and conversion processing of external high-definition video signal input and video signal synchronization output in the paperless conference system , to make paperless conference system and other video equipment seamless connection.

## **4. Software Installation**

### **4.1. System Software Deployment Requirements**

- Software platform requirements: ITC paperless streaming media server embedded software system must run on the Windows 7 operating system platform. (Note: do not support operating systems such as Windows Mac OS, Linux, Windows 2008 Server, etc., absolutely prohibit the use of Ghost version, simplified version, optimized version of the operating system, also avoid the third-party use software to optimize the system.)
- Hardware platform requirements: CPU Core i5 / RAM 4G / HD 64G / NIC 1000M / MINI PCIE video card, the server recommended the Lenovo brand. It is recommended to use a dedicated server for installation.
- Installation requirements: the system C disk space must more than 2G, the system must ensure that no virus, no Trojan horse program.

### **4.2. System Software Installation and Configuration**

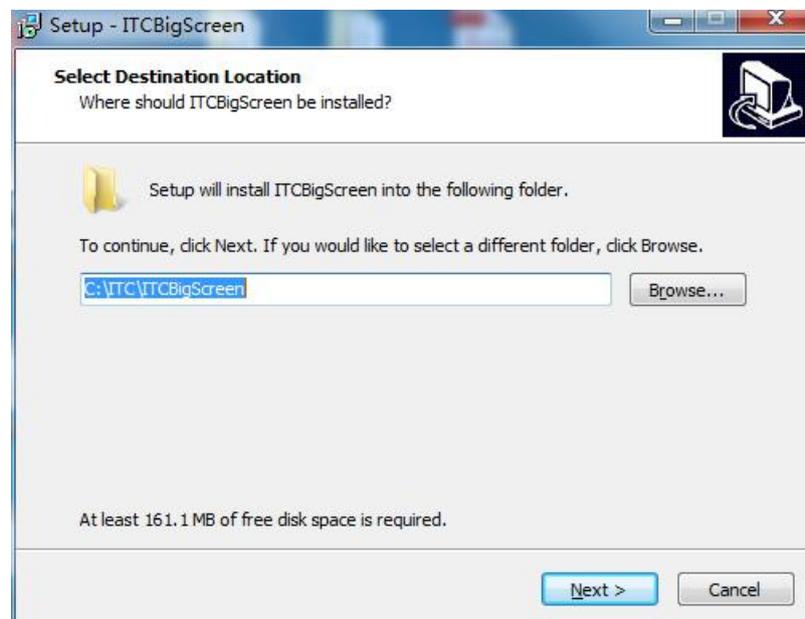
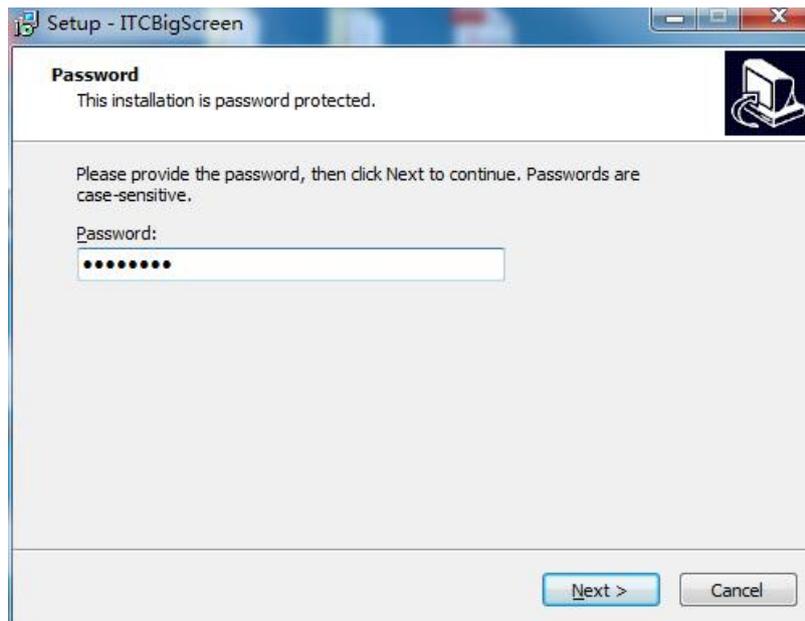
#### **4.2.1. System Software Installation**

Notes:

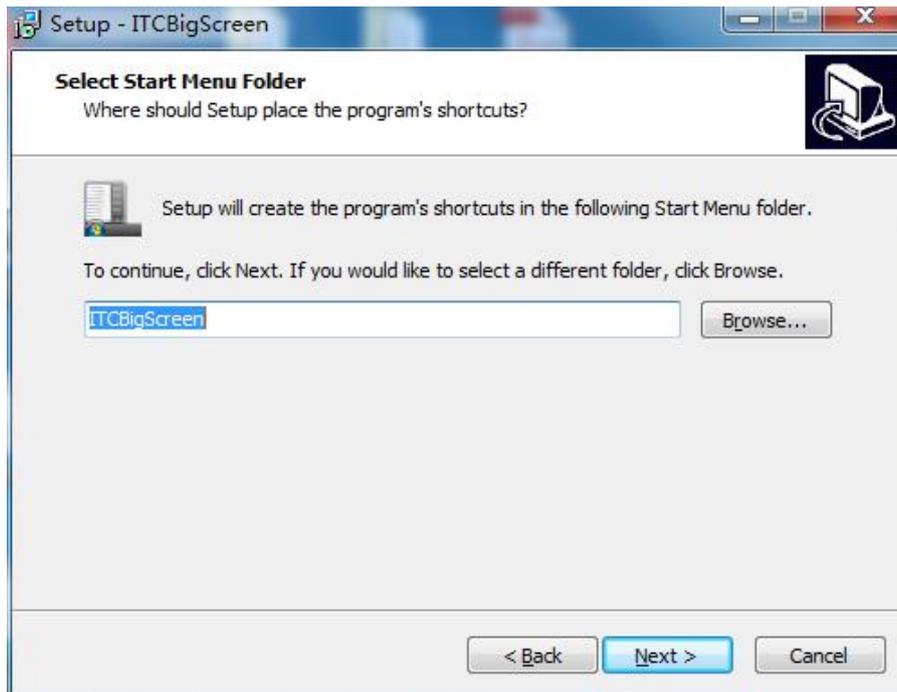
- Before installing, please close all applications
- To install the software correctly, log on to the computer as administrator, and then proceed to the following installation steps.

Step 1: turn on the computer, enter the "Windows" operating system, put ITC paperless streaming media server embedded software into the computer CD-ROM drive, the left mouse button double-click the installation package, enter into the installation password: itcadmin, the computer will pop up into the interface to the installation path.

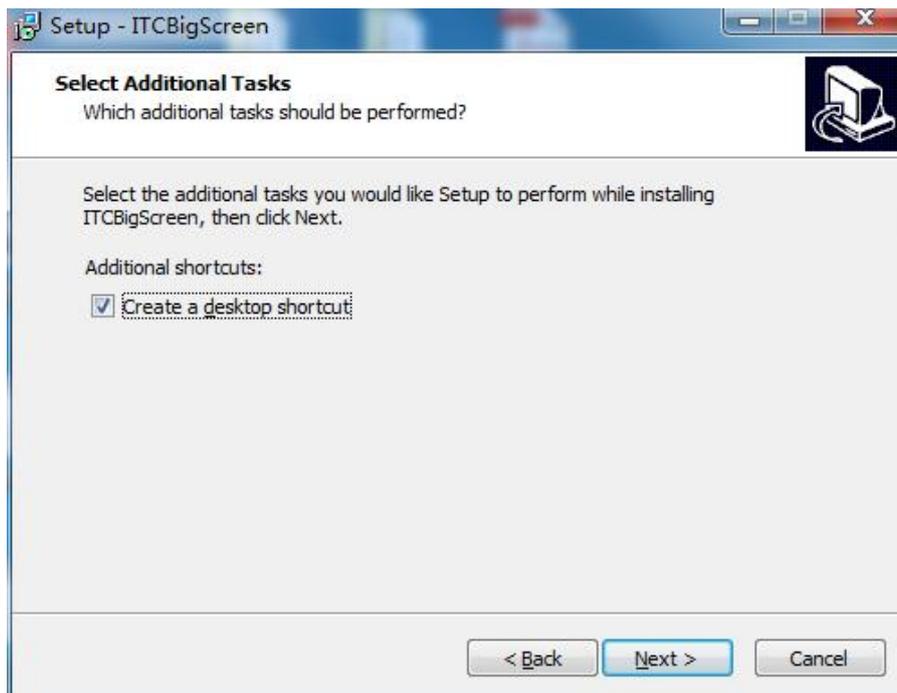
If you want the system install to other directories, you can click the [Browse] button, select the software installation directory, and then click the [Next] button. Otherwise, if click the [Next] button directly, the software is ready to install.



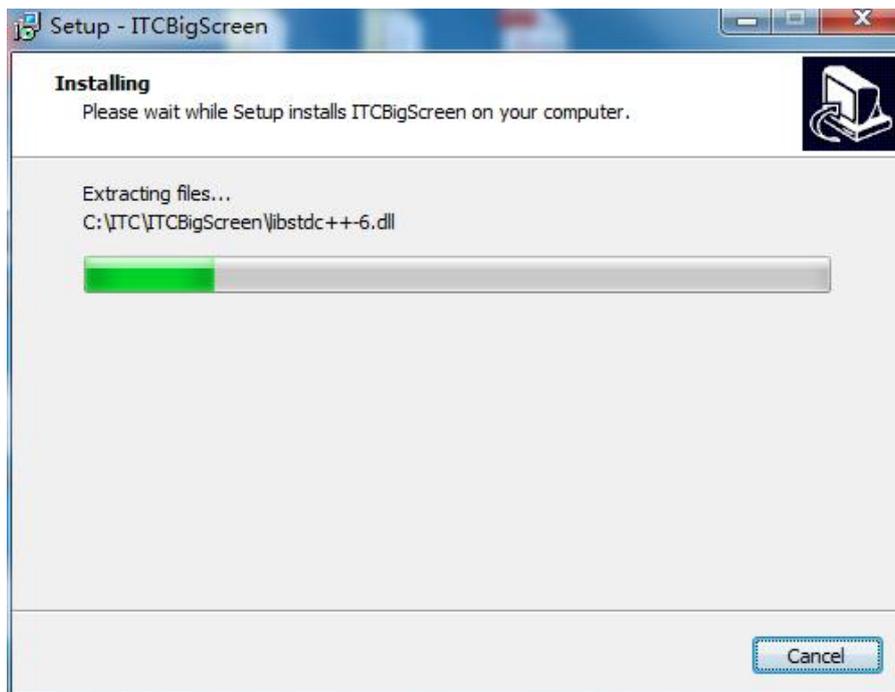
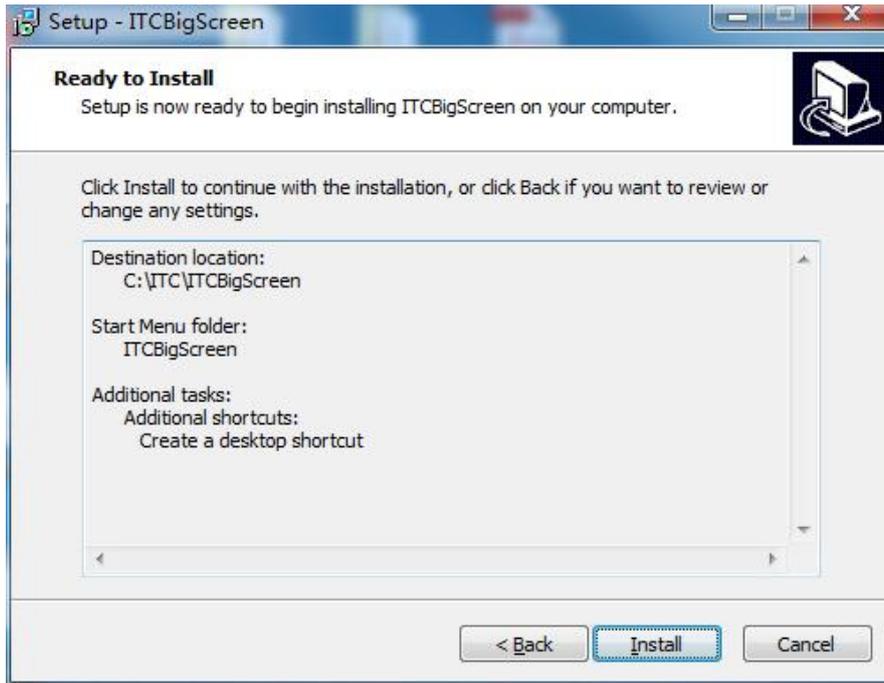
- Step 2: Select the Start menu file path, click the [Browse] button, select the software installation directory, and then click the [Next] button. Otherwise, if click the [Next] button directly, the software is ready to install.

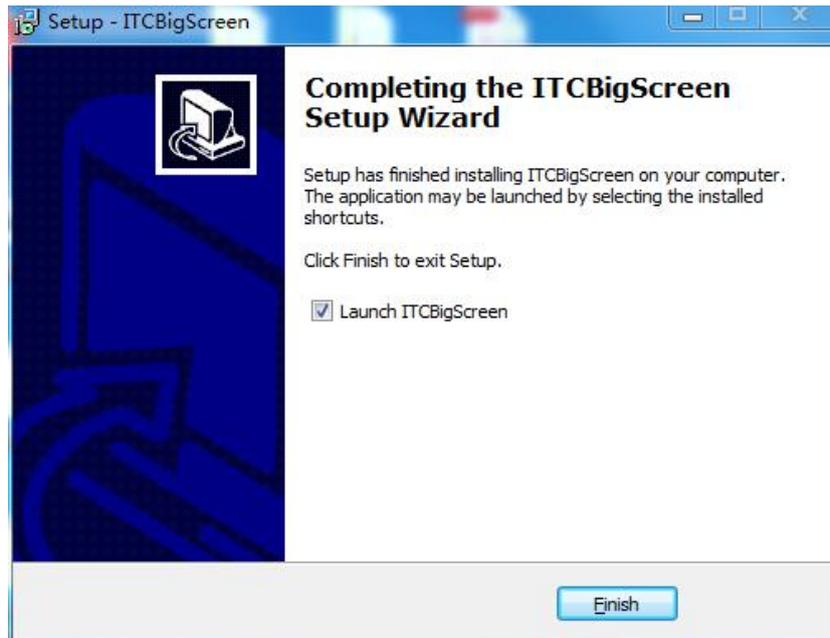


- Step 3: You can choose to create additional task for the desktop icon and click [Next] to proceed to the next step.



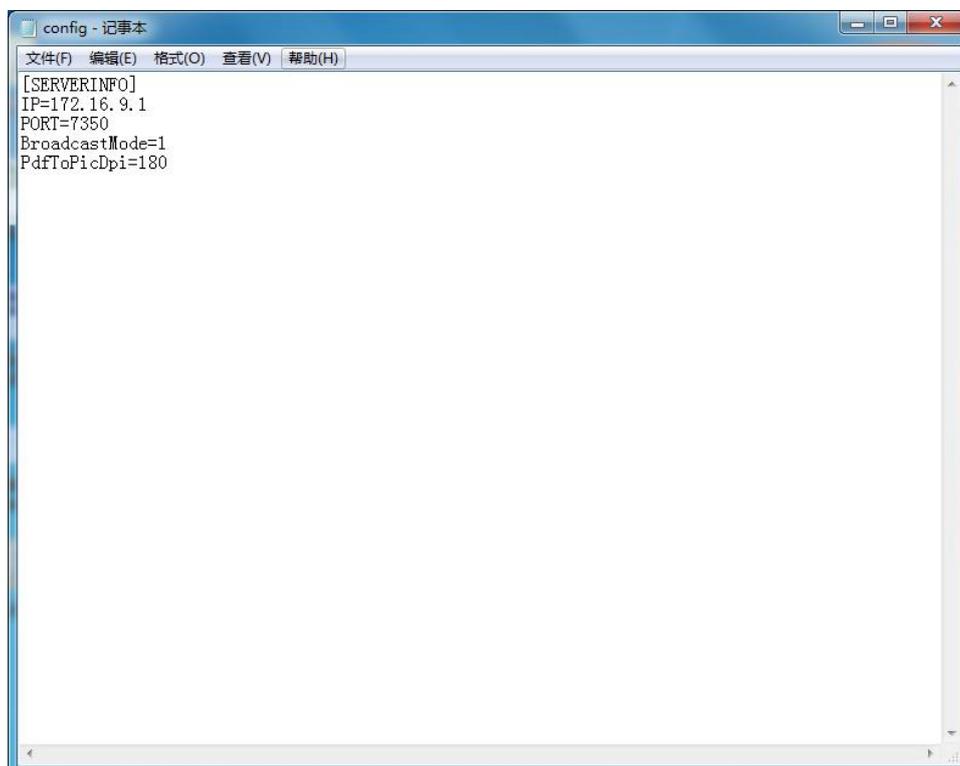
- Step 4: Click [Install], ready to start the installation; when installation, you can click [Cancel], cancel the installation; when the installation interface is complete, click 【Finish】 button to complete the system installation.





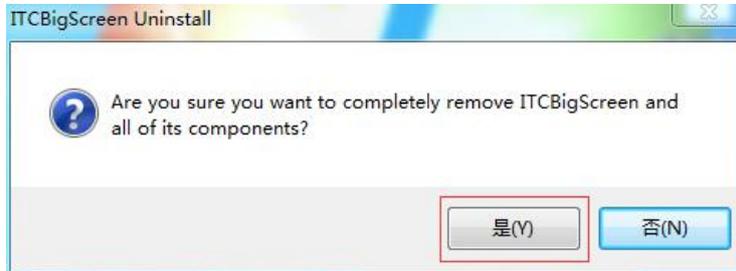
#### 4.2.2. System software configuration

After installation complete, need to configure the configuration file, the path default C: \ Program Files (x86) \ ITC \ ITCBigScreen Config.ini configuration file, set the server IP, terminal number, as follows:

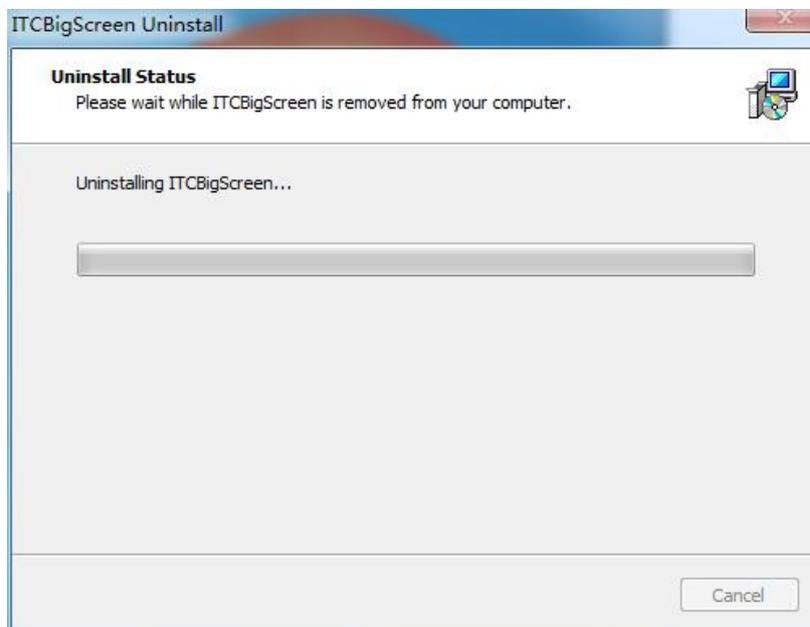


### 4.3. Software Uninstallation

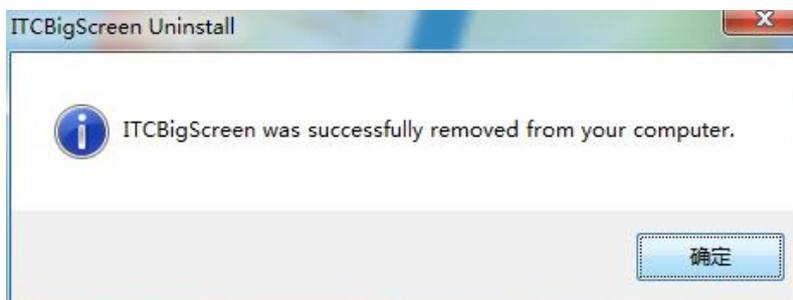
- Step 1: Double-click the uninstall program unins000.exe (or directly uninstall the program under the control panel ), the computer will pop up the program uninstallation wizard.



- Step 2: Click the [Yes] button, the software will be uninstalled. During the uninstallation process, click [Cancel] to cancel the uninstallation.

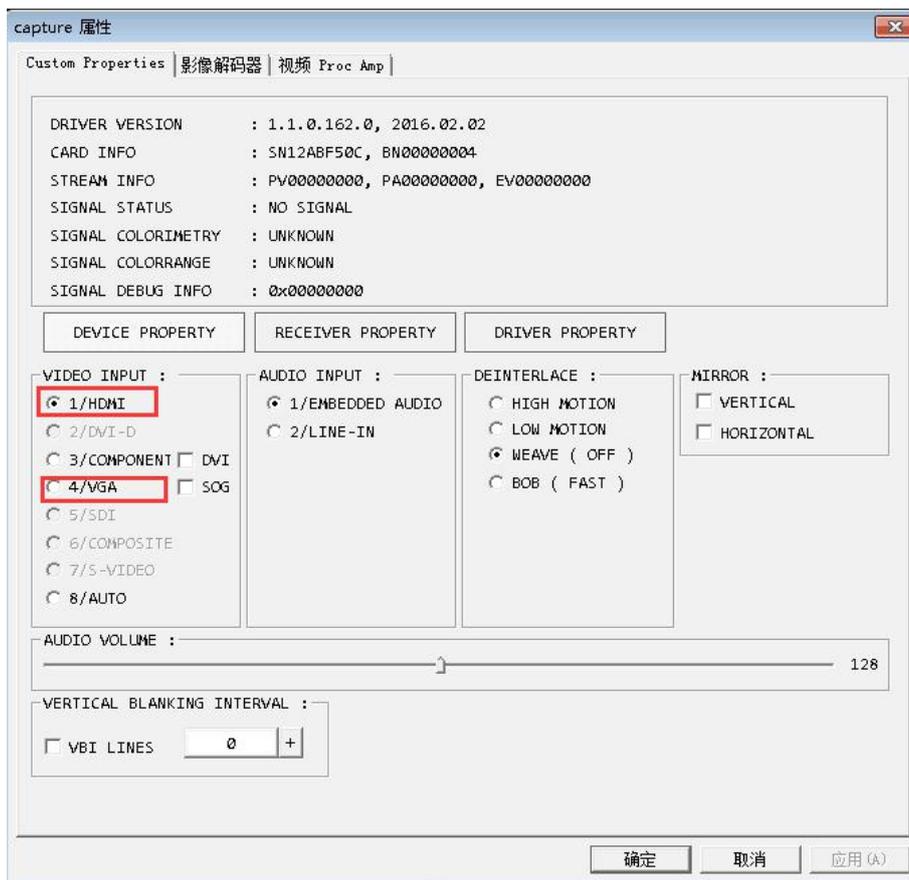


- Step 3: When the uninstallation is complete, click the [OK] button to close.



## 5. Operation of paperless streaming media server embedded software

- Open the program, shortcut keys Ctrl + O, bring up the video capture device settings box, click [Settings], according to the reality to choose the HDMI stream or VGA stream.



# Intelligent Paperless Conference System

